



How to View Autoresponder Emails

Login to the EMC and select the event you would like to manage.

- Click on the **Event Emails** tab.
- Click **Preview Autoresponders**, under the Related Actions menu.
- **Click Preview**, under the Actions column, to view the content of the Autoresponder.

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Event Emails Daffodil Dash - Columbia Valley 2016

Related Actions

- ▶ Edit Coaching Emails
- ▶ **Preview Autoresponders**

Your Event Emails

If you have appropriate permissions, you can work with:

- **Coaching Emails** that you can send to a relevant audience (for example, participants or company coordinators) to guide them in performing their role in this event
- **Autoresponders** that are sent from the system in response to actions taken (for example, when a participant registers)
- **Suggested Messages** that participants can send from the Participant Center to their friends and family to recruit them or encourage them to donate
- **Email Groups** that receive these messages to view, add, upload, or remove members

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Event Emails > Daff_Dash_BC_SIR_Columbia_Valley_2016 Daffodil Da:

This is the list of the Autoresponders available for the TeamRaiser. Click Preview to display the current version of an Autoresponder in a separate browser window. Click Edit to modify the sender name and return email address, stationery, subject line, and content. Click Switch to Default Version to revert to the Autoresponder defined in the AutoResponder Center, or Switch to Customized Version to create a version just for this TeamRaiser. Click Disable to send no AutoResponder.

- Preview Autoresponders -

Autoresponder Types	Actions	Version to Send
Thank You for Forming a Team	Preview	Send the Customized Version
Thank You for Registering	Preview	Send the Customized Version
Someone Has Registered You	Preview	Send the Customized Version
Sample Solicitation to Forward		Do Not Send this Autoresponder
Thank You for Your Gift	Preview	Send the Customized Version
Offline Gift Thank You	Preview	Send the Customized Version
Congratulations for Reaching 50% Goal	Preview	Send the Customized Version
Congratulations for Reaching Your Goal	Preview	Send the Customized Version
Someone Made a Donation on Your Behalf	Preview	Send the Customized Version
Someone Joined Your Team	Preview	Send the Customized Version
TeamRaiser First Follow Up	Preview	Send the Customized Version
TeamRaiser Second Follow Up	Preview	Send the Customized Version